

# Carroll County Department of Recreation & Parks

Volunteer Recreation Councils & Volunteers

## **Mission:**

*Connecting people, parks and programs in support of a strong, healthy community and natural environment*



# All volunteers are required to review this training information

- Department information and requirements
- Role of the Recreation council
- Accredited Councils
- Recreation Councils
  - Operations
  - Financials
  - Programs/Activities
  - Volunteers, background checks
  - Code of Conduct, appeals
  - Independent Contractors/Camps
  - Use of Facilities
  - Friends Groups
  - Marketing, ADA, Recreation & Parks logo
  - Concussions/Accidents/Injuries/Calling 911/Life-Threatening situations
  - Contact information

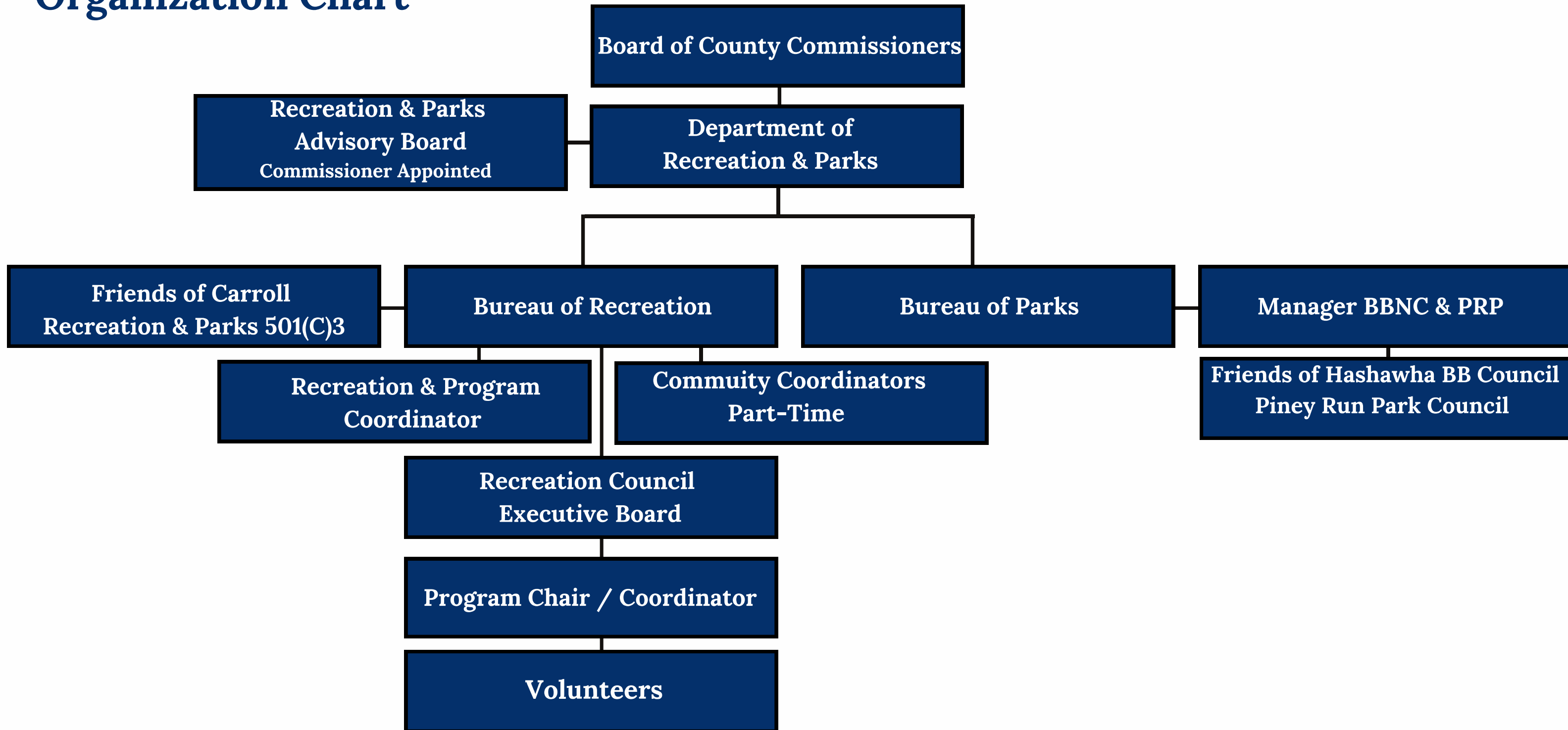
## **Vision**

We are committed to enhancing the quality of life, promoting a sense of community, facilitating lifelong learning for all ages and abilities and encouraging an appreciation of the natural environment and local history.

## **Philosophy of the Department**

- We believe that recreation and leisure pursuits contribute to the overall happiness, well-being and quality of life for citizens of Carroll County
- We are committed to preserving and protecting our natural and historical resources
- We will strive to provide quality opportunities within the constraints of available resources

# Organization Chart



## Bureau of Recreation

The Bureau of Recreation offers **county-wide programs and activities** to the citizens of Carroll County. This includes but is not limited to, fitness, art, dance, drama, adaptive recreation, sports, tournaments, special events, camps, and bus trips.

The Bureau has oversight of the **Department's accredited Recreation Councils**. Each council has a full-time County employee who attends the recreation council's organizational meetings. Larger councils may also have a part-time community coordinator, a paid position within the Bureau, offering additional administrative support.

## Role of the Department

Recognizing that volunteer organizations join together for the common interest of providing recreational-based activities to their local community...

- County will provide our Recreation Councils and credentialed and accepted volunteers with **liability coverage**
- Provide **priority usage** to Carroll County Public Schools and their facilities
- **Permit** the use of County fields and facilities
- Provide for the ability to apply for **self-help grant funding**
- Provide **direction and assistance** in the operation of the Recreation Council

# Role of the Volunteer Recreation Council

Recreation Councils provide many benefits for county residents, including:

- **Reduced cost to taxpayers** due to limiting paid staff to oversee programs and facilities
- **Direct involvement** of citizens
- The use of **community-raised** funds for projects
- **Better coordination** between community and civic organizations due to increased communication among groups.

## Accredited Recreation Councils

<b>Carroll County Equestrian Council</b>	<b>North Carroll Recreation Council</b>
<b>Central Carroll Recreation Council</b>	<b>Piney Run Recreation &amp; Conservation Council</b>
<b>Charles Carroll Recreation Council</b>	<b>West Carroll Recreation Council</b>
<b>Freedom Area Recreation Council</b>	<b>Westminster Area Recreation Council</b>
<b>Friends of Hashawha &amp; Bear Branch</b>	<b>Winfield Recreation Council</b>
	<b>Woodbine Recreation Council</b>

### Recreation & Parks Advisory Board

The purpose of the Recreation & Parks Advisory Board is to study and determine park, recreation, and open space needs of the county and serve as an advisory body providing recommendations to the county commissioners on matters pertaining to the planning, programming, evaluating, and funding of park and recreation facilities and programs. These volunteers are **appointed by the Board of County Commissioners and serve a 4-year term.**





# Recreation Councils Goals and Objectives

- **All citizens** in Carroll County who meet the basic program registration requirements have a **right to participate**.
- Offer recreational opportunities at a **reasonable cost**.
- **Recruit volunteers** who can act as **role models, mentors** and facilitators.
- Programs, practices, games, and other **events should be enjoyable, challenging, and a learning experience**.
- Volunteer coaches, referees and others in leadership positions shall **lead by example** through the promotion of **fair play and good sportsmanship**.
- Programs should always focus on the **enjoyment** of the sport and **NOT** the **score** or on winning.

# Volunteer Recreation Council Requirements

## Operations:

- Are directed by the Department of Recreation and Parks.
- Shall establish **By-laws and have an elected board.**
- Shall **be regulated by their established By-laws,** which must be approved by the Department of Recreation & Parks.
- State **purpose and objectives** of the Council.
- Establish **membership requirements;**
  - the number required for a quorum
  - list of officers and their duties
  - outline voting privileges and procedures.
- Establish procedures to amend their Constitution and By-Laws.

# Volunteer Recreation Council Requirements

## Operations:

- Establish **set meeting dates, times, and locations**, and follow **Roberts Rules of Order**.
- Meeting minutes must be **approved and posted** on the website, or made available to the public.
- **Cannot** hold their own articles of incorporation or **become an LLC**.
- **Cannot hold land or real estate**.
- Must approve any **NEW program** offered by the council or individual program.
- Must hold their **own Employee Identification Number** (cannot use the County's EIN).
- Must apply for **annual accreditation**.
- Must follow all regulations and policies established by the Department of Recreation and Parks.

# Volunteer Recreation Council Requirements

## Financials:

- Obtain their own EIN, establish a 12-month fiscal year, and **be an approved 501(c)3** with the IRS.
- **File annual taxes** as required by the IRS (raffles/tip jars/etc. have reporting requirements)  
[https://www.irs.gov/pub/irs-tege/notice\\_1340.pdf](https://www.irs.gov/pub/irs-tege/notice_1340.pdf)
- Programs may have individual accounts, if approved by the Recreation Council Board, however, **best practice is for all funds to flow through the Recreation Council.**
- Provide a **monthly treasurer** report to include:
  - listing all incomes and expenses
  - listing previous balance and balance on hand
    - (individual programs with **own accounts** shall report at monthly meetings).

# Volunteer Recreation Council Requirements

## Financials:

- Shall develop a **financial plan** for funds over yearly budget requirements.
- Must have **dual approval** for spending;
  - dual signatures on checks, or requests for purchase
  - vote taken at a board meeting to approve purchase
    - These requirements extend to individual programs that hold their own banking accounts.
    - Best **practice is for the Treasurer and President** to hold signature authority.
- **Annual reporting** of finances is due to the department on **July 31st** of the fiscal year.
- Complete an **annual audit**;
  - This extends to program bank accounts.
  - The Department reserves the right to audit a Recreation Council or program at any time.

# Volunteer Recreation Council Requirements

## Program/Activity Operations:

- **Programs and activities** must be approved by the Recreation Council Executive Board.
- To be approved, Programs shall;
  - Provide a budget
  - Provide a description
  - Provide a location of the program for consideration.
- Programs may not leave a recreation council without **board approval**. Any equipment and funds secured under a program belong to the recreation council.

These programs are formed to serve the needs of citizens in their local area, with a focus on youth sports, and **should not compete** with activities provided by the department.

Capital Improvement Program (**County has a 5 year plan**)

# Volunteer Recreation Council Requirements

## Volunteers

The majority of coaches, instructors or leaders are volunteers. **Volunteerism is a privilege, not a right, and the gift can be accepted or denied at anytime.**

### Volunteers Must:

- **Apply to volunteer** with the Recreation Council and/or program.
- Volunteers working with youth or in any board position must undergo an **annual background** check. NCSI is our current provider.
- Volunteers must sign a **volunteer waiver** maintained by the department.
- Volunteers will be **credentialed** and shall wear their ID badge while serving.
- **Liability protection** is available to volunteers to the same extent as County employees under State Law as long as the **volunteer is acting within their scope of duties**. Carroll County assumes **no liability for personal injury or damage to personal property**.



**Carroll County Department of Recreation & Parks**

**[ccrecvolunteer@carrollcountymd.gov](mailto:ccrecvolunteer@carrollcountymd.gov)**

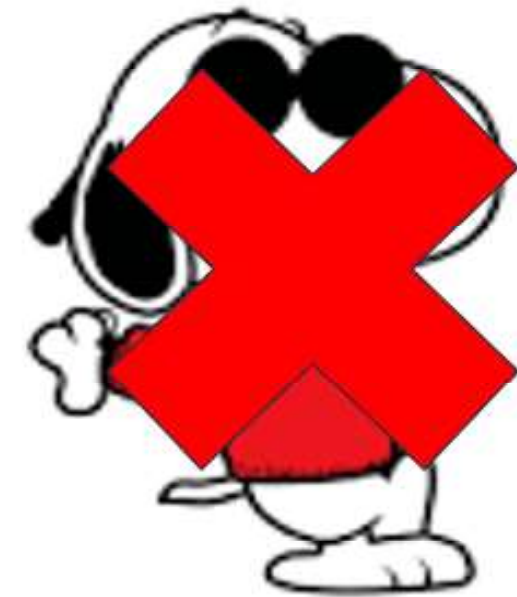
Volunteer positions are at will positions,  
no requirement to accept gift of volunteer service.

**EXPIRES 1/31/25**



**SNOOPY**

**VOLUNTEER**



- Upload a photo, without sunglasses, each time you submit a background check
- Checks are valid for multiple recreation councils and programs/activities
- ID's are mailed, use a valid mailing address



# Volunteer Recreation Council Requirements

## Volunteers

### CRITERIA FOR EXCLUSION

- A person shall be disqualified and prohibited from serving as a volunteer if they have been found guilty of the following crimes:
  - Guilty means that a person was found guilty following a trial, entered a guilty plea, or entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prosses, or dismissal.

# Volunteer Recreation Council Requirements

## Volunteers

### CRITERIA FOR EXCLUSION CONTINUED

- **SEX OFFENSES** – Regardless of amount of time since offense.
- **FELONIES:**
  - **All Felony Violence** – Regardless of the amount of time since offense (Examples include murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary etc.).
  - **All Felony offenses** – Other than violence or sex, within the past 10 years (Examples include drug offenses, theft, embezzlement, fraud, child endangerment, etc.).

# Volunteer Recreation Council Requirements

## Volunteers

### CRITERIA FOR EXCLUSION CONTINUED

- **MISDEMEANORS**

- All misdemeanor violence offences within the **past 7 years** (Examples include simple assault, battery, domestic violence, hit & run, etc.).
- **Two (2)** or more misdemeanor **drug & alcohol offenses within the past 7 years** (Examples include driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.).
- **Any other misdemeanor within the past 5 years** that would be considered a **potential danger to children** or is directly related to the functions of that volunteer (Examples include contributing to the delinquency of a minor, providing alcohol to a minor, theft – if the person handles monies, etc.).

# **Volunteer Recreation Council Requirements**

## **Good Sportsmanship Code of Conduct**

Carroll County Department of Recreation & Parks recognizes that recreational and youth sports play a vital role in promoting the physical, social, and emotional development of children.

We also recognize the need to provide a fun and safe playing environment for all. Therefore, **all coaches, players, parents, and guests must abide by our Good Sportsmanship Policy/Code of Conduct.**

**Volunteers and Parents are required to sign the code and share it with their players/children.**

# Volunteer Recreation Council Requirements

## Good Sportsmanship Code of Conduct

All those involved with youth sports will demonstrate good sportsmanship, demand it of others, AND treat all others with respect regardless of race, sex, creed, or ability.

***There is zero tolerance for aggressive behavior, bullying, violence, profanity, or the use of drugs, tobacco, or alcohol at any youth sporting event.***

The Good Sportsmanship Policy/Code of Conduct applies to all Department and Recreation Council programs and activities, including, but not limited to, **the playing area, parking lot, or social media, to name a few.**

- The code can be viewed on the Department's webpage:  
[https://www.carrollcountymd.gov/media/17339/good\\_sportsmanship\\_policy\\_interactive\\_2023.pdf](https://www.carrollcountymd.gov/media/17339/good_sportsmanship_policy_interactive_2023.pdf)

# **Volunteer Recreation Council Requirements**

## **Violation of the Good Sportsmanship Code of Conduct**

Failure to abide by the Good Sportsmanship Policy/Code of Conduct will be subject to disciplinary action that may be imposed by the program or sponsoring Recreation Council.

Action including, but not limited to:

- verbal or written warning,
- ejection from a current event
- suspension for future events
- or suspension for a sports season, among others.

# Volunteer Recreation Council Requirements

## Good Sportsmanship Code of Conduct - Appeals

**NON-APPEALABLE ACTIONS:** The following disciplinary actions may not be appealed:

- Probation of one or two-game suspension in activities (includes parent, coaches, parents, or spectators).
- Two-week suspension for participants in adult activities (includes coaches and spectators).

# Volunteer Recreation Council Requirements

## Good Sportsmanship Code of Conduct - Appeals

- Appeals are presented to the **Recreation Council first** (or the program's executive board, if one is established).
- Once appeals are exhausted at the Recreation Council, appeals can be presented to the **Department of Recreation & Parks Appeals Board**.
- Appeal request made to the *Appeals Board* must be **submitted in writing**, within two weeks of being notified of the Recreation Council ruling.
- Appearance before the Appeals Board will occur within **30 days** of receipt of the written request.



# Volunteer Recreation Council Requirements

## Good Sportsmanship Code of Conduct - Appeals

- Appearance before the Appeals Board, which may include witnesses, is limited to a **maximum of one hour**.
- The Appeals Board will be comprised of the following:
  - Director, Department of Recreation & Parks
  - Bureau Chief, (Recreation or Parks Chief as appropriate)
  - A representative from the Recreation & Parks Advisory Board
- The Appeals Board will submit their ruling in writing within one week of conclusion of the hearing. **The ruling of the Appeals Board is final.**

# Volunteer Recreation Council Requirements

## Independent Contractors *(18 and older - minors cannot sign a contract)*

An **independent contractor** is a paid position to offer a service through the council. The following must be in place for independent contractors:

- Both parties must sign a **service agreement/contract**;
  - outlining duties
  - location, schedule, dates
  - payment schedule
- Independent Contractors working with youth must undergo a comprehensive background check as outlined in **Md. FAMILY LAW Code Ann. § 5-560 (2014)**
  - This can be scheduled through the department. The contractor is responsible for paying for the background check.
- Independent Contractor must supply their **insurance**.
  - Proof of workman's comp insurance is required for an organization that employs individuals

# Volunteer Recreation Council Requirements

## Independent Contractors

- Recreation Councils are responsible for the following:
  - Signed contracts are in place
  - Insurance has been obtained
  - Background Checks approved
  - Submitting 1099's as required by the IRS

Please note that all **youth camps must run through the department**, this includes independent Contractors. The Department of Recreation and Parks will **ensure COMAR and IRS regulations are followed**. Email [ccrec@carrollcountymd.gov](mailto:ccrec@carrollcountymd.gov) for information.

# Volunteer Recreation Council Requirements

## Independent Contractors

### Youth Camp/Clinic Definition:

- The term youth camp or clinic means any program for participants under eighteen (18) years of age that operates for all or part of the day but less than 24 hours, operates for more than one (1) day's participation, and the parent/guardian will not be in attendance.

This does not

- include instructional or recreational activities that last for less than two (2) hours per day.

# Volunteer Recreation Council Requirements

## Use of Facilities:

- Each Recreation Council and program must work through their **assigned community coordinator** or **department liaison** to request the use of facilities with Carroll County Public Schools or the Department of Recreation & Parks, County Senior Centers.
- Council programs are **restricted to their home schools and county facilities** unless approval is given from the Recreation Council of a specific facility/park.
- Programs will secure **private facilities**.
  - These facilities will require a certificate of insurance or COI. The Recreation Council Community Coordinator can request these documents from the Department of Recreation & Parks. Please note that the County cannot name anyone as additionally insured.

# Volunteer Recreation Council Requirements

## Use of Facilities:

- **County Fields:** Use of county fields for organized activities is by permit only. Permits are issued **March 15 - November 30**. Fields are closed December 1 through March 14 - no exceptions. (This includes Board of Education Properties)
- **County Schools:** Use of schools is a **privilege**. Programs must follow rules and policies established by the Board of Education. Failure to do so may result in loss of usage. Programs holding fundraisers are required to pay for the use of schools.
  - **Schools require doors to remain locked at all times. Doors may not be propped open. (This pertains to County facilities as well).**
- Recreation Councils may not **sublet field or facility space** to other groups or organizations.

## Volunteer Recreation Council Requirements: Use of Facilities:

- When requesting space, councils must indicate the **intent of the usage**, such as practice or games, tournaments. **Blanket requests are not permitted.**
- **Deadlines:**
  - **January 1 (Spring), April 1 (Summer), July 1 (Fall), October 1 (Winter).**
- **Tournaments and Fundraisers at schools** have additional requirements:
  - A cost is associated with any event where a recreation council is collecting a fee to participate (such as a tournament or fundraiser)
  - Event staff to provide school security may be required
  - Teams participating in these events must provide a **certificate of insurance**, naming Carroll County as additionally insured

Organizations are required to provide a Certificate of Insurance with minimum coverage requirements of \$1,000,000.00 per incident and \$2,000,000.00 aggregate coverage and include Carroll County Commissioners, Carroll County Recreation and Parks, and *name of Recreation Council* as additionally insured.

# Friends Groups

Friends groups either report directly to the Department or to a local Recreation Council and are generally established to focus on a singular location. These groups must follow all rules and regulations as the recreation councils.

- Friends of Krimgold Park
- Friends of South Carroll Dog Park



# Marketing and Advertisement

- All marketing material and fliers must be submitted to the community coordinator and approved by the Bureau Chief of Recreation **prior to** distribution.
- All publicity must comply with policy and procedures established by the Department of Recreation and Parks, and be clearly identified with the **Recreation Council logo, Department logo**, and include the **accessibility notice** for Carroll County Government.

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities and facilities. Anyone requiring an auxiliary aid or service for effective communication, or who has a complaint, should contact The Department of Citizen Services, 410-386-3600 or 1-888-302-8978, or MD Relay 711/1-800-735-2258, as soon as possible but no later than 72 hours before the scheduled event.

- The Department will send a **newsletter, on the 15th and 30th** of each month that school is in session, to be distributed to parents. Information is forwarded to the Department from the Community Coordinator.

# Volunteer Recreation Council Requirements

## Concussion Information - Code of Maryland Regulations

### Chapter 13A.06.08. Head Injuries and Concussions in Extracurricular Athletic Event

**Any athlete who has suffered any injury to or around the head should be removed from the game/practice and evaluated by a licensed medical provider.**

- Volunteer Coaches are required to read and understand concussion protocol.
- Parents are required to sign Carroll County's Concussion Information Sheet.

### Concussion Information Sheet

[https://www.carrollcountymd.gov/media/17340/concussion-information\\_interactive\\_2023.pdf](https://www.carrollcountymd.gov/media/17340/concussion-information_interactive_2023.pdf)

### CDC Heads Up to Youth Sports Concussion Training

<https://www.cdc.gov/headsup/youthsports/training/index.html>

## Accidents/Injuries

- Program leader, coach, instructor must submit an accident form to the Bureau Chief of Recreation within **24 hours of injury**.  
[https://www.carrollcountymd.gov/media/17338/accident\\_injury\\_form\\_2023\\_interactive.pdf](https://www.carrollcountymd.gov/media/17338/accident_injury_form_2023_interactive.pdf)
- If an ambulance is called, notify the Bureau Chief immediately,  
[lcarroll@carrollcountymd.gov](mailto:lcarroll@carrollcountymd.gov)
- Coaches, leaders, and instructors are **encouraged to get trained in First Aid/CPR/AED**.

# Accidents/Injuries

- Injury - **Check-Call-Care**
  - Check the **scene for safety**, form an initial assessment, get consent, and personal protective equipment.
  - If the person appears unresponsive, **CHECK for responsiveness, breathing, life-threatening bleeding or other life-threatening** conditions using shout-tap-shout, for not more than 10 seconds.
  - If the person does not respond, responds but is not fully awake, is not breathing or is only gasping, or has life-threatening bleeding or another obvious life-threatening condition, **CALL 9-1-1 and get equipment, or tell someone to do so. Then, give CARE** based on the condition found and your level of training, and continue your check to determine if additional care is needed.
  - **Games/practices should be canceled or delayed to care for injuries.**

## Accidents/Injuries

If the person is responsive or responds to stimulation and is **fully awake and does not appear to have a life-threatening condition**:

- Interview the person (or bystanders, if necessary), ask questions about signs and symptoms, allergies, and medications and medical conditions (SAM)
- Do a focused check based on what the person told you, how the person is acting, and what you see
- **Note:** Do not ask the person to move if you suspect a head, neck or spinal injury. Do not ask the person to move any area of the body that causes discomfort or pain

If there is not a life-threatening condition, and you do not suspect a head, neck, or spinal injury, and you have immobilized/splinted for suspected breaks or muscle sprains, you may move the player/participant.

## Calling 911 for Accidents/Injuries

CALL 9-1-1 and get equipment, or tell someone to do so (if needed). Then, give CARE based on the condition found and your level of training.

- For a person who is unresponsive and not breathing, start CPR immediately and use an AED.
- When calling, you will need to know your location, and field number/area.

**Not Trained?** Providing compression-only CPR is simple and easy. Call 9-1-1. Place the heel of one hand on the center of the chest and place the other hand on top of the first and push hard (at least 2 inches) and fast (100 - 120 compressions per minute) until EMS providers arrive.

# Examples of Life-Threatening Situations

- **Cardiac Arrest (no pulse)**
- **No Breathing**
- **Stroke** - F.A.S.T. rule (Face, Arm, Speech, Time)
- **Choking**
- **Severe Bleeding**
- **Heat Stroke** (the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down.)
- **Severe Allergic Reaction (Anaphylaxis)**
- **Shock**
- **Poisoning**

**Public Law No. 115-126 (02/14/2018) - AKA Safe Sports Act**  
PROTECTING YOUNG VICTIMS FROM  
SEXUAL ABUSE AND SAFE SPORT  
AUTHORIZATION ACT OF 2017

To prevent the sexual abuse of minors and amateur athletes by requiring the prompt reporting of sexual abuse to law enforcement authorities, and for other purposes.



# Contact information

**Charles Carroll Recreation Council**  
**(Meet 1st Thursday) President Kathy Lowe**  
 Department Liaison: Becky Kishter, 410-386-2098

**Carroll County Equestrian Council**  
**Meet 1st Tuesday) President Darleen Welsh**  
 Department Liaison: Jamie Noel, 410-386-2103

**Central Carroll Recreation Council**  
**(Meet 2nd Tuesday) President Robert Freter**  
 Community Coordinator: Steve Krouse  
[steven\\_krouse@hotmail.com](mailto:steven_krouse@hotmail.com)

**Freedom Area Recreation Council**  
**(Meet 3rd Thursday ) President Ken Whalen**  
 Community Coordinator: Natalie Janoski  
[njanoskifarc@gmail.com](mailto:njanoskifarc@gmail.com)

**Friends of Hashawha & Bear Branch**  
**(Meet 1st Thursday) Chair Kristin Darby**  
 Department Liaison: Jenna Mele, 410-386-3580

**North Carroll Recreation Council**  
**(Meet 2nd Wednesday) President Andy Kiler**  
 Community Coordinator: Maria Artista  
[martistanerc18@gmail.com](mailto:martistanerc18@gmail.com)

**Piney Run Recreation and Conservation Council**  
**President Colleen Winters**  
 Department Liaison: Dylan Collins, 410-795-5156

**West Carroll Recreation Council**  
**(Meet 2nd Monday) President Stephanie Clavell**  
 Community Coordinator: Penny Rockwood,  
[prockwood1@verizon.net](mailto:prockwood1@verizon.net)

**Westminster Recreation Council**  
**(Meet 3rd Wednesday ) President John Neubert**  
 Community Coordinator: Laine Janoski  
[lainerosewag.warc@gmail.com](mailto:lainerosewag.warc@gmail.com)

**Winfield Recreation Council**  
**(Meet 4th Monday) President Buddy Brown**  
 Department Liaison: Lisa Carroll, 410-386-2103

**Woodbine Recreation Council**  
**(Meet Thursdays) President Eric Troppman**  
 Department Liaison: Myiah Edwards,  
 4190386-2104

**Department of Recreation & Parks**  
 410-386-2103  
**Director, Bob Hicks**  
 Bureau Chief Recreation, Lisa Carroll  
 Bureau Chief Parks, Brad Rogers



